

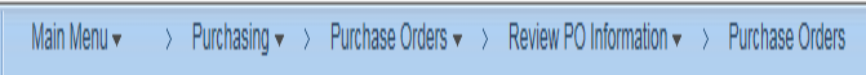
Quick Reference Tip Sheet

NEW: 05/01/2017

General Information



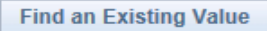
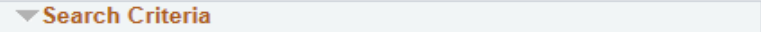





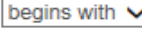







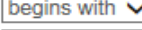

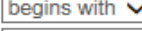

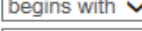

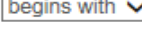

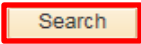



Task	Process Information
Using the Purchase Order Inquiry Page	<p>The Purchase Order Inquiry page can be used to assist in the PO Close Request process. Use the Purchase Order Inquiry to help identify POs that have <u>NOT</u> been 'Dispatched' which may include the following:</p> <ol style="list-style-type: none"> 1) POs created in GEARS by mistake or no longer needed 2) POs with PO Status of Approved, Canceled, Denied, Open, Pending Approval, and Pending Cancellation 3) POs with Budget Error(s) <p>After you have identified POs that have NOT been Dispatched that are eligible to be closed, notify DPCGA (Procurement) which POs should be closed (via email to DPCGA). Procurement will then close the requested POs and any associated Requisitions.</p>

GEARS Navigation

Purchasing > Purchase Orders > Review PO Information > Purchase Orders	
--	--

1.0 Process

This document is intended to provide a quick reference to using the Purchase Order Inquiry Page within GEARS.

STEP	ACTION	DETAILS
1.	<p>Specify the PO Selection Parameters. Enter the criteria for your PO selection, and then click .</p> <p> To select POs that have NOT been 'Dispatched' for your PCA, enter parameters in the Program Cost Account (PCA) and PO Status fields. You should run a search and analyze PO results by the following PO Status: Approved, Canceled, Denied, Initial, Line Denied, Open, Pending Approval/Approved, and Pending Cancel.</p> <p>Note: POs with PO Status 'Complete' are already closed in GEARS.</p>	<p>Purchase Order Inquiry</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p></p> <p></p> <p>Business Unit  <input type="text" value="MDJUD"/> </p> <p>PO ID  <input type="text"/></p> <p>Contract SetID  <input type="text"/> </p> <p>Contract ID  <input type="text"/> </p> <p>Release Number  <input type="text"/></p> <p>Purchase Order Date  <input type="text"/> </p> <p>PO Status  </p> <p>Program Cost Account  <input type="text"/></p> <p>Vendor ID  <input type="text"/> </p> <p>Vendor Name  <input type="text"/> </p> <p>Buyer  <input type="text"/> </p> <p>Buyer Name  <input type="text"/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p>  Basic Search  Save Search Criteria</p> <p> To view POs in your PCA including all PO Statuses, <u>except</u> those POs that have already been closed or dispatched, use the following parameters. Enter your PCA number in the 'Program Cost Account' field. Set the PO Status drop down to 'in', Hold the CTRL key and select Approved, Canceled, Denied, Initial, Line Denied, Open, Pending Approval/Approved, and Pending Cancel.</p>

Purchase Order Inquiry

Enter any information you have and click Search. Leave fields blank for a list of :

[Find an Existing Value](#)

▼ Search Criteria

Business Unit	=	▼	MDJUD	x	🔍
PO ID	begins with	▼			
Contract SetID	begins with	▼			🔍
Contract ID	begins with	▼			🔍
Release Number	=	▼			
Purchase Order Date	=	▼			📅
PO Status	in	▼			
			<div>Approved Canceled Complete Denied Dispatched Initial Line Denied Open Pending Approval/Approved Pending Cancel</div>		
Program Cost Account	begins with	▼	6		
Vendor ID	begins with	▼			🔍
Vendor Name	begins with	▼			🔍
Buyer	begins with	▼			🔍
Buyer Name	begins with	▼			🔍

☐ Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)

- 2.** The results from your search criteria display the following fields: PO ID, Contract ID, Release Number, PO Date, PO Status, Program Cost Account (PCA), Vendor ID, Vendor Name, Buyer, PO Type, Purchase Order Reference, Hold From Further Processing.

Note: Make note of any POs that are eligible to be closed. Submit an email to DPCGA (Procurement) with a list of POs to be closed.

Search Results

Business Unit	PO ID	Contract SetID	Contract ID	Release Number	Purchase Order Date	PO Status	Program Cost Account	Vendor ID	Vendor Name	Buyer	PO Type	Purchase Order Reference	Hold From Further Processing
MOJUD	M1702020K	SHARE	(blank)	0	06/26/2016	Approved	60051	000000133	BALTIMORE COUNTY, MD GOVERNMENT	LYNNE KELLEHER	General	REQ#5591	N
MOJUD	0000031548	SHARE	K12-0030-25	3	11/17/2011	Approved	60051	000000064	NEC CORPORATION OF AMERICA	KEVIN JONES	Contract	Req #20878	N
MOJUD	0000031548	SHARE	K12-0030-25	4	11/17/2011	Approved	60051	000000064	NEC CORPORATION OF AMERICA	KEVIN JONES	Contract	Req #20878	N
MOJUD	0000031548	SHARE	(blank)	0	01/30/2017	Approved	60101	000000115	ANDREA R. GENTRY	ALLISON LEEBRICK	General	(blank)	N
MOJUD	0000000205	SHARE	K16-0064-25	17	06/16/2016	Approved	60141	000013007	SHI-HUI INC.	FIELD_BUYER	General	Catering Services	N
MOJUD	0000072502	SHARE	(blank)	0	05/02/2016	Approved	60161	000000007	AMERICAN DESIGN ASSOCIATES	KAREN HOANG	General	(blank)	N
MOJUD	PRU_7371	SHARE	(blank)	0	11/29/2016	Approved	60201	000000103	ICHAMARAD AGBARH	FIELD_BUYER	General	(blank)	N
MOJUD	0000000408	SHARE	(blank)	0	11/23/2016	Pend Appr	60051	000000407	DELL MARKETING LP	ROBIN SMITH	General	Online Svc From Req 000000551	N
MOJUD	0000000229	SHARE	K16-0066-23E	1	06/27/2016	Pend Appr	60061	000000748	MTM RECOGNITION	ROBIN SMITH	General	req. 4472 service awards	N
MOJUD	0000000401	SHARE	(blank)	0	06/26/2016	Pend Appr	60171	000000287	NEC/OLUP OFFICE & COMPUTER SUPPLY INC	KAREN HOANG	General	(blank)	N
MOJUD	0000000408	SHARE	(blank)	0	11/29/2016	Pend Appr	60051	000001153	DEAF ACCESS SOLUTIONS INC	FIELD_BUYER	General	Online Svc From Req 000000551	N
MOJUD	000007510	SHARE	BP00000034063-3	188	05/18/2016	Pend Crt	60001	000000949	WATLAND CONNECTIONAL ENTERPRISE	FIELD_BUYER	General	ACC Lathenhead & Envelopes	N
MOJUD	0000000002	SHARE	(blank)	0	06/26/2016	Pend Crt	60001	000013411	CAPE CONTRACT FURNITURE INC	APRIL MOLLEY	General	Recpt 1453636363 Gallery Chair	N
MOJUD	0000000640	SHARE	BP00000034061-3	187	04/18/2016	Pend Crt	60071	0000000741	PTNEY BOWES INC	FIELD_BUYER	General	ACC Programs Pitney Bowes	N
MOJUD	0000000546	SHARE	(blank)	1	02/01/2016	Pend Crt	60101	000000000	CRISWELL PERFORMANCE CARE LLC	KAREN HOANG	General	2016 Chevrolet Suburban	N
MOJUD	0000000461	SHARE	(blank)	0	11/23/2015	Pend Crt	60101	000000064	LUM USA INC DBA COUNTRY INN & SUITES	FIELD_BUYER	General	(blank)	N
MOJUD	0000004108	SHARE	(blank)	0	10/14/2015	Pend Crt	60101	000000064	LUM USA INC DBA COUNTRY INN & SUITES	FIELD_BUYER	General	(blank)	N
MOJUD	0000000015	SHARE	(blank)	0	07/20/2015	Pend Crt	60141	000000140	BEST BUY	APRIL MOLLEY	General	Recpt 1471 Sony DISCWX220	N
MOJUD	57438	SHARE	K12-0011-25D	750	05/13/2016	Pend Crt	60201	000000035	THE ABUNDANCE CATERING COMPANY	FIELD_BUYER	General	FOOD SERVICES	N
MOJUD	0000000402	SHARE	(blank)	0	11/25/2015	Pend Crt	60201	000000035	THE ABUNDANCE CATERING COMPANY	FIELD_BUYER	General	(blank)	N
MOJUD	0000000401	SHARE	(blank)	0	11/25/2015	Pend Crt	60201	000000064	LUM USA INC DBA COUNTRY INN & SUITES	FIELD_BUYER	General	(blank)	N
MOJUD	0000000408	SHARE	(blank)	0	10/14/2015	Pend Crt	60201	000000064	LUM USA INC DBA COUNTRY INN & SUITES	FIELD_BUYER	General	(blank)	N
MOJUD	0000001252	SHARE	(blank)	0	06/26/2015	Pend Crt	60201	000000035	THE ABUNDANCE CATERING COMPANY	FIELD_BUYER	General	(blank)	N
MOJUD	0000000028	SHARE	(blank)	0	07/22/2015	Pend Crt	60421	000012643	DIGITAL TECHNOLOGY PRODUCTS SALES & SERV	FIELD_BUYER	General	(blank)	N
MOJUD	016100025	SHARE	(blank)	0	07/01/2015	Pend Crt	60001	000000004	ALLEGANY COUNTY COMMISSIONERS	LYNNE KELLEHER	General	REQ 3138	N
MOJUD	0000000008	SHARE	(blank)	0	07/01/2016	Pend Crt	60701	000000035	THE ABUNDANCE CATERING COMPANY	FIELD_BUYER	General	Judges Mediation Training Thur	N
MOJUD	0000000008	SHARE	(blank)	0	07/01/2016	Pend Crt	60701	000000035	THE ABUNDANCE CATERING COMPANY	FIELD_BUYER	General	Judges Mediation Training Wed	N
MOJUD	0000000005	SHARE	K12-0011-25D	378	06/30/2016	Pend Crt	60701	000000035	THE ABUNDANCE CATERING COMPANY	FIELD_BUYER	General	Judges Mediation Training Tues	N
MOJUD	0000000003	SHARE	(blank)	0	06/30/2016	Pend Crt	60701	000000035	THE ABUNDANCE CATERING COMPANY	FIELD_BUYER	General	Judges Mediation Training Mon	N
MOJUD	0000077795	SHARE	(blank)	0	07/01/2016	Pend Crt	60701	0000000731	REXCO CORPORATION	APRIL MOLLEY	General	Req#6866MACRO SNAKPS23140	N



The page displays a certain number of POs at a time. Depending on the total number of results, there may be more POs as a result of your search. To view additional POs as needed, use the left and right arrow buttons on the top right of the grid. In this example, there were 30 POs based on the search criteria used.

Buyer	PO Type	Purchase Order Reference	Hold From Further Processing
LYNNE.KELLEHER	General	REQ#5591	N
KEVIN.JONES	Contract	Req #20878	N
KEVIN.JONES	Contract	Req #20878	N
ALLISON.LEEBRICK	General	(blank)	N
FIELD_BUYER	General	Catering Services	N
KAREN.HOANG	General	(blank)	N
FIELD_BUYER	General	(blank)	N
ROBIN SMITH	General	Online Svc From Req 000000551	N



You can click on a PO ID link to access the PO Header/Inquiry Page to look at a more detailed view of the PO.

Purchase Order Inquiry

Purchase Order

Business Unit: MOJUD
PO ID: 0000031548
Change Order: 2

PO Status: Approved
Budget Status: Error

Header

PO Date: 11/17/2011
Vendor Name: NECORPORA-001
Supplier ID: 0000009641
Buyer: Kevin Jones
PO Reference: Req #20878

Vendor Details

Doc Tot Status: Valid
Backorder Status: Not Backordered
Receipt Status: Received
☐ Hold From Further Processing

Amount Summary

Merchandise: 1,120,154.05
Freight/Tax/Misc.: 0.00
Total: 1,120,154.05 USD
Encumbrance Balance: 0.00 USD

Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		New Telephone systems at DC Up	COMM_EQUIP_PHONE	1.0000	AMT	327,187.00 USD	Approved
2		Telecommunications Equipment a	COMM_EQUIP_PHONE	1.0000	AMT	31,198.13 USD	Approved
3		Telecommunications Equipment a	COMM_EQUIP_PHONE		AMT	0.00 USD	Canceled
4		Telecommunications Equip. & Se	COMM_EQUIP_PHONE	1.0000	AMT	87,500.00 USD	Approved

View Approvals

View Printable Version

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

[Related Links](#)



After you have reviewed details of the PO. Click the button to return to PO Selection results.

[Return to Search](#)

3.

If there were no results from the PO selection criteria, the system will return the message,

“ No matching values were found. ”.

In this example, the search parameters included, PO Status ‘Open’ and PCA ‘40801’.

Purchase Order Inquiry

Enter any information you have and click Search. Leave fields blank for a list of a

[Find an Existing Value](#)

▼ Search Criteria

Business Unit	=	▼	MDJUD	x	
PO ID	begins with	▼			
Contract SetID	begins with	▼			
Contract ID	begins with	▼			
Release Number	=	▼			
Purchase Order Date	=	▼			
PO Status	=	▼	Open		
Program Cost Account	begins with	▼	40801		
Vendor ID	begins with	▼			
Vendor Name	begins with	▼			
Buyer	begins with	▼			
Buyer Name	begins with	▼			

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

No matching values were found.



End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.